

# **Cartwheel Arts**

## **Safeguarding Children & Young People Code of Practice**

For staff members, Board members and temporary and freelance workers,  
volunteers or anyone working on behalf of Cartwheel Arts

# Contents

- 1 Introduction**
- 2 Cartwheel Statement**
- 3 Aims**
  - 3.1. Employment
  - 3.2. The Law
  - 3.3. Projects
- 4 Objectives**
- 5. Child protection in practice**
  - 5.1. Employment**
  - 5.2. Cartwheel Arts' Project Work**
  - 5.3. Roles**
  - 5.4. Project workers and volunteers**
  - 5.5. 'Whistle blowing' policy**
- Appendix 1: Guidelines for employees and freelancer**
- Appendix 2: Guidelines for identifying Abuse**
- Appendix 3: Guidelines for responding to complaints**
- Appendix 4: Reporting procedures**
- Appendix 5: Safeguarding record form**

## **Introduction**

Cartwheel Arts has adopted the following Safeguarding Children and Young People Code of Practice to provide guidelines to the Trustees, members of staff and those working on behalf of the company when the company works with children and young people.

## **Cartwheel Statement**

The company wishes to provide a safe environment for children participating in Cartwheel's projects. The company recognises that children are at risk from physical, sexual and emotional abuse and neglect and recognises its obligations to minimise these risks for participants. Anyone under the age of 18 years should be considered as a child for the purpose of this document.

**The Designated Safeguarding Lead for the organization is Director, Rick Walker T: 01706 361300 E: [rick@cartwheelarts.org.uk](mailto:rick@cartwheelarts.org.uk)**

**The Safeguarding Lead for the Board of Trustees is Chair, Alyson Malach.**

## **Aims**

### **Employment**

To ensure that all those employed by, or involved with, the company fully adhere to this Code and the policy associated with it for the prevention of physical, sexual and emotional abuse or neglect of the children they come into contact with.

### **The Law**

To comply with the Children Act of 1989 and the Protection of Children Act of 1999 and the Children Act 2004 in all legal duties affecting the company.

### **Projects**

To assess and act on all issues of safety and wellbeing for children and young people participating in Cartwheel Art's projects and activities.

## **Objectives**

- To ensure that DBS checks happen where the staff member or freelancer is engaged in regulated activity.
- To undertake a DBS check, as required by the new regulations.
- All freelance or temporary staff who may be working with children unsupervised to provide DBS check, or to undertake one with Cartwheel, as appropriate under the current rules.
- To conduct risk assessments that include safeguarding issues for all projects involving children and young people.
- To provide opportunities for training on safeguarding issues for those employed by or involved with the company.
- To have procedures and guidelines in place for reporting suspected abuse.

## **Safeguarding in practice**

### **Employment**

When recruiting staff for posts potentially working with children:

- All interviewees will be asked about previous work with children and specifically why they want to work with children
- Posts offered will be dependent on two satisfactory references and an enhanced DBS check if the staff member is to be engaged in regulated activity

Prior to appointment, all freelance and volunteer project workers should:

- provide an enhanced DBS check, or allow Cartwheel to obtain one, if they are to be engaged in regulated activity

When in employment:

- All staff for Cartwheel Arts will be briefed on this Code of Practice and associated Policy and must sign an agreement stating that they have read, understood and agree to apply it in practice.
- This Code of Practice is deemed to be incorporated in the contract of employment. It is a condition of service with the company that staff members understand and operate this code with the policy associated.
- All regular freelance workers will be given this Code of Practice and associated Policy and must sign an agreement stating that they have read, understood and agree to apply it in practice.
- This Code of Practice is deemed to be incorporated in the freelance contract. It is a condition of service with the company that freelancers understand and operate this code with the policy associated.
- This code of practice should be reviewed, and updated if necessary, every 12 months from the date of adoption by the Trustees or upon the passing of relevant legislation.

### **Cartwheel Arts' project work**

The company's work should be planned so as to minimise those situations where children and young people could be harmed or abused.

1. All project workers including freelance artists and volunteers will be given:

- guidelines for working with children (see appendix 1)
- guidelines on identifying and reporting abuse (see appendices 2 & 3)
- opportunities to attend training in relation to good practice and safeguarding when working with children.

2. Risk assessments including safeguarding issues should be conducted for each project involving children and young people. The assessment should, in addition to other health and safety issues, consider:

- How open the project venue is to non project workers
- Supervision during workshops and or events
- The DBS clearance of project workers provided by Cartwheel Arts and any partner organisations

The Project Manager will put in practice safeguards to minimise the risks highlighted by the assessment.

3. When on trips/days out a full address list and ICE contact telephone numbers for all the children within the group travelling will be maintained along with permission documents signed by the appropriate parent/guardian of each child (the inclusion of special instructions, dietary requirements and allergies is also vital). This will allow the nominated group leader to take the necessary action in the event of an emergency. The owner of this information may be a partner organisation i.e. the Youth Service or school.

## **Roles**

### **Project Managers and Company Director**

- To maintain awareness and openness with regard to safeguarding issues and provide awareness training when necessary to new project workers and volunteers
- To ensure all project workers and volunteers are made aware of this Code and related policy (and any subsequent changes) and its implications
- To initiate action when necessary, ensuring all appropriate persons have been contacted
- Make a full report of any allegations or suspicions to the local Social Services child protection team immediately and make a record of this
- Inform the Chair immediately and keep him/her up to date with any subsequent developments.

### **Project workers and volunteers**

- To maintain awareness and openness with regard to safeguarding issues, and to this Code, related policy and its implications
- To act responsibly, appropriately and professionally at all times when charged with the care of children and young people
- To respond appropriately to any suspicions of abuse and report them to the appropriate person as detailed in appendix 4

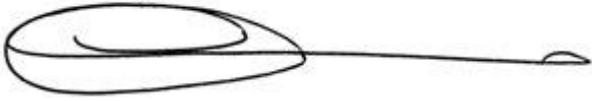
### **'Whistle blowing' policy**

The company encourages employees and volunteers to voice any concerns they may have about abusive or unethical conduct by colleagues. It takes courage to challenge inappropriate behaviour by colleagues. In order to enable this Code of Practice and ensure the process is unbiased:

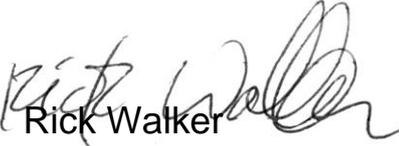
- All concerns are to be reported to the Company Director or the Chair if the Company Director is the subject of the concern.
- All concerns will be treated confidentially
- All concerns will be investigated thoroughly and may lead to disciplinary action in accordance with Cartwheel Art's disciplinary policy
- All allegations should be reported to the Local Authority Designated Officer (LADO) [lado@rochdale.gov.uk](mailto:lado@rochdale.gov.uk) within one working day
- Feedback on the outcome of investigation will be given to all involved (while safeguarding confidentiality for the person raising the concern and the person about whom the concerns have been raised). An appeal process will be made available to those unhappy with the outcome of the investigation as detailed in the company's disciplinary policy

# Cartwheel Arts

April 2020



Signed,  
Alyson Malach  
(Chair Trustees)

  
Rick Walker  
(Cartwheel Arts Director)

# **CARTWHEEL ARTS**

## **CHILD PROTECTION CODE OF PRACTICE**

### **Appendix 1: Guidelines for staff, freelancers and volunteers working with children and young people**

**DO** treat everyone with dignity and respect

**DO** set an example you would wish others to follow

**DO** treat all young people equally. Show no favouritism.

**DO** make sure that there is more than one other person present, or at least be within sight and hearing of others at all times

**DO** respect a young person's right to personal privacy

**DO** allow young people to talk about any concerns they may have

**DO** encourage others to challenge any attitudes or behaviours they do not like

**DO** make use of non-judgmental language at all times

**DO** avoid being drawn into inappropriate attention seeking behaviour e.g. tantrums and crushes

**DO** make everyone aware of the child protection procedures - young people, parents/carers and other helpers

**DO** remember this code even at sensitive moments e.g. when responding to bullying, bereavement or abuse

**DO** keep other officials informed of where you are and what you are doing

**DO** remember someone else might misinterpret your actions, no matter how well intentioned

**DO** take any allegations or concerns of abuse seriously and refer immediately

**DO NOT** trivialize abuse

**DO NOT** form an intimate relationship with a young person, that is an abuse of trust

**DO NOT** allow unacceptable situations within a relationship of trust e.g. a sexual relationship with a youth member over the age of consent

**DO NOT** use your position to intimidate, bully, threaten, discriminate against, coerce or undermine children and young people, adults at risk, volunteers or staff;

**DO NOT** permit abusive peer activities e.g. bullying

**DO NOT** engage in inappropriate behaviour or contact; physical, verbal, sexual

**DO NOT** make suggestive remarks or threats to a young person, even in fun

**DO NOT** use inappropriate language when writing, phoning, emailing or using the internet

**DO NOT** use a relationship with a child or young person or their family for personal gain. Gift-giving and the acceptance of presents is rarely permitted and should be agreed with the Director

**DO NOT** let allegations, suspicions, or concerns about abuse go unreported

**DO NOT** just rely on your good name to protect you

#### **You should:**

**NEVER** engage in rough or sexually provocative games, including horseplay

**NEVER** engage in, or attempt to engage in, sexual or inappropriate relationships with children or young people

**NEVER** share a room with a child

**NEVER** permit or engage in any form of inappropriate touching

**NEVER** make sexually suggestive comments to a child, even in fun

**NEVER** allow allegations made by a child to go unchallenged, unrecorded or not acted upon

**NEVER** do things of a personal nature that a child can do for itself.

However it may be necessary to do things of a personal nature for people particularly if they are very young or disabled. Such tasks should only be carried out with the full understanding and consent of the parent/carer. There is also a need in these instances to be responsive to the child's reactions - if a child is fully dependent upon you, talk with them about what you are doing and give choices where possible.

# CHILD PROTECTION CODE OF PRACTICE

## Appendix 2: Guidelines for Identifying Abuse

We hope that you will never have to deal with an issue of abuse during your work with Cartwheel. But if you are concerned about a child or vulnerable adult you are working with you will want to know what to do.

### DEFINITIONS

The term child abuse is used to describe ways in which children are harmed, usually by adults and often by those they know and trust. There are four main types of child abuse, though a child may experience more than one kind at any one time in his/her life.

- **Physical Abuse** - Occasions when parents, adults or other children deliberately inflict injuries on a child or knowingly do not prevent such injuries from occurring. This includes giving children alcohol or inappropriate drugs and involving them in activity which disregards the capacity of the child's immature and growing body.
- **Emotional Abuse** - Occasions when adults fail to show children due care and attention or threaten, use sarcasm, taunt or shout at a child causing him/her to lose self confidence or self esteem and become nervous or withdrawn.
- **Neglect** - Occasions where adults fail to meet a child's essential needs, such as adequate clothing, food, warmth, personal hygiene and medical care. It also includes leaving a child alone without proper supervision, or not ensuring that the child is safe.
- **Sexual Abuse** - Occurs when adults use children to meet their own sexual needs. Examples include forcing a child to take part in sexual activity, fondling, inappropriate touching or exposure to pornographic or other inappropriate material. This also includes suggestions that sexual favours can help (or refusal can hinder) a career.

### Other types of abuse include:

- **Abuse of trust** - where young people are indoctrinated with attitudes to social, moral, political, ethical and religious views which are unacceptable to the young persons family and community, or society at large.
- **Use of computers** – in particular where there is Internet and e-mail access.  
Steps should be taken to ensure that inappropriate material is not viewed, shared, accessed, downloaded, copied, or printed and that young people are properly supervised whilst using the computers. Care should be taken that young people are not revealing personal details in chatrooms and forums. Please refer to Cartwheel Arts Social Media and IT-policy for further information on safe use of technologies for/by vulnerable people – with the inclusion of children.
- **Bullying** – bullying can be verbal and physical, delivered by text message or through on-line messaging and via social networking sites, and is also a form of abuse and there is a requirement for all those associated with the company to ensure that children feel able to report instances of bullying.
- **Radicalisation** - radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Challenging and tackling extremism needs to be a shared effort (HM Government, 2013). The Rochdale Borough Prevent referral form can be found [here](#).

## **IDENTIFYING ABUSE**

In some cases a child's disturbed behaviour, or an injury, may suggest that the child has been abused. In many situations, however, the signs will not be clear cut and decisions about what action to take can be difficult.

**Important note: It is not the responsibility of those working with a child to decide that abuse is occurring, but it is a responsibility to follow through on any concerns.**

### **Possible signs include:**

- Uncharacteristic changes in the child's behaviour, attitude and commitment e.g. becoming quiet and withdrawn, or displaying sudden outbursts of temper
- Bruises and injuries not typical of, for example, taking part in a sporting event or injury for which the explanation seems inconsistent
- Signs of discomfort and pain
- The child becomes increasingly dirty or unkempt
- The child loses weight for no apparent reason
- Nervousness when approached or touched
- Fear of particular adults - especially those with whom a close relationship would normally be expected
- The child wishes not to speak with or be near a particular person without a reasonable explanation
- Inappropriate sexual awareness
- Children who are always alone and unaccompanied and/or are prevented from socialising with other children
- Children who are reluctant to go home

**It must be recognised that the above list is not exhaustive, and the presence of one or more indicators is not proof that abuse is actually taking place.**

## **Appendix 3: Guidelines for responding to complaints and alleged or suspected incidents.**

Abuse may become apparent in a number of ways:

- A child may tell you
- A third party may report an incident, or may have a strong suspicion
- You may have a suspicion

### **Step 1: Listen and Reassure**

- **DO** Stay calm - do not rush into inappropriate action
- **DO** Reassure the child that they are not to blame and confirm that you know how difficult it must be to confide
- **DO** Listen to what the child says and show that you take them seriously
- **DO** Keep questions to a minimum - in many cases it may be more appropriate to nod and acknowledge the child's account.
- **DO** Ensure that you clearly understand what the child has said - so that you can pass it on to the appropriate agencies
- **DO** Inform the Project Manager or Director - ensuring that you communicate all the information accurately
- **DO** Maintain confidentiality
- **DO NOT** Make promises you cannot keep
- **DO NOT** Make the child repeat the story unnecessarily
- **DO NOT** Delay
- **DO NOT** Take sole responsibility for further action

### **Step 2: Involve the appropriate people**

You must ensure that the Project Manager or the Designated Safeguarding Lead, Company Director Rick Walker, is informed so a decision can be made as to the most appropriate action. In all cases - do not delay. If you cannot contact the persons above immediately, you must contact the authorities (police and/or social services).

If you are concerned that a child has suffered harm, neglect or abuse, contact  
Rochdale Children's Social Care Service on 0300 303 0440 (8.00am – 4.45pm)  
Out of hours service – 0300 303 8875 (5pm – 8am and weekends)

Rochdale Police PPIU (Public Protection and Investigation Unit) 0161 856 8067/4559/4558

If you are working in another borough, the Project Manager will supply the relevant phone numbers for services there.

NSPCC: 0800 800 5000 (24 hr) can also advise

**If you are concerned that a child or young person is in immediate danger contact the police on 999.**

### **Step 3: Record**

Record what the child has said and/or your concerns legibly and accurately using the Cartwheel Arts Safeguarding Record Form (appendix 5 or download from the Cartwheel Arts website <http://www.cartwheelarts.org.uk/about-us/policies/>). Details should include:

- The child's name, address and date of birth

- Date and time of the incidents and/or nature of allegations
- Your observations e.g. describe the behaviour and emotional state of the child and/or bruising or other injuries
- The child's account - if it can be given - of what has happened
- Any action that you took as a result of your concerns e.g. comments made to the child, whether the parents/carers have been contacted
- Record whether you are expressing their own concerns. or passing on those of someone else
- Sign and date the report
- Keep a copy of the report

Please note that when a disclosure is made, it is the person to whom the disclosure is made that the authorities (police and/or social services) will come to for an account of what was said. This first hand account is of primary importance.

**Appendix 4: Reporting procedures to safeguard and protect children participating in Cartwheel Art’s project work**

Project Worker/Volunteer	Project Manager/ Company Director	Project Worker/ Volunteer
Potential risk/concern re possible harm/abuse  		<b>IMMEDIATE DANGER</b>  
Listen/reassure  		Contact social care service - 0300 303 0440 Out of hours - 0300 303 8875 or get medical help (if necessary ring 999)  
DO NOT ‘grill’ or put words into child’s mouth  		<b>DO NOT ‘grill’</b> or put words into child’s mouth  
Satisfy yourself that the situation is safe  		As far as possible make situation safe for child  
Tell/share concerns with project coordinator or Director of Cartwheel  	Ensure all appropriate persons have been contacted   	Report immediately to Project Co-ordinator or Director of Cartwheel  
Compile written report  	Forward reports to Rochdale Children’s Social Care Service 0300 303 0440   	Compile written report  



